

Fresh Fruit and Vegetable Program 2013-14 School Year

Presented May 10, 2013

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Questions Regarding RFA

Programmatic Questions

- Any question not addressed in this Webinar must be submitted to the RFP Branch as instructed in the RFA.

Contact RFP Branch

- Questions to be addressed to Jason Kendall at (502) 564-2351 or jason.kendall@education.ky.gov

History

- Original, signed applications were to be submitted to KDE.
- New paper applications were to be submitted annual for any school wanting to apply for the Grant.

For 2013-14 Applications

- KDE DOES NOT -- require that new applications be submitted for every school wishing to apply.
- KDE DOES NOT -- require applications to be mailed with original signatures.
- KDE DOES -- require that a function be completed in CNIPS for every school wishing to apply.

Instructions for Submitting your Application

- New Submission – Not Currently Participating
- Currently Participating – Need to Revise Current Application
- Currently Participating – No Changes to Current Application

New Submission

- Scenario 1

You have a school that is not currently participating in the FFVP and would like to apply for the Grant.

- Instructions

1. Access the FFVP RFA and FFVP Application on the KDE Website at the following link -- [Competitive Grants From KDE](#)
2. Follow the instructions for submitting a new application.
3. Accept the FFVP Invitation in CNIPS.

Currently Participating – Revisions

- Scenario 2

You have schools that are currently participating; however, there are changes that need to be made to the application that was submitted last year.

- Instructions

1. Access the FFVP RFA and FFVP Application on the KDE Website at the following link --
[Competitive Grants From KDE](#)
2. Follow the instructions for submitting a revised application.
3. Accept the FFVP Invitation in CNIPS.

Currently Participating – No Revisions

- Scenario 3

You have schools that are currently participating and the information is the same for this year and it was last year

- Instructions

1. Accept the FFVP Invitation in CNIPS.

Accountability

- The Food Service Director will be held accountable for the submission type that is selected. If the submission is wrong, it may jeopardize FFVP funding!!

Accepting FFVP Invitation in CNIPS

1. Log on to CNIPS.
2. Click on Applications.
3. Click on Application Packet.
4. Select 2013-2014 School Year.
5. Click on Add beside the FFVP Application.
6. Complete the sponsor contact information.
7. Position your cursor in the box to the left of each school site that you want to participate and click your left mouse button to insert an ✓. Make sure there is ✓ in the box next to each school site that you want to participate!!!
8. Click **Save**.

Screenshots have been included for your reference.

CNIPS FFVP: Step 1

Once in CNIPS, click on Applications



The screenshot shows the CNIPS FFVP web application interface. At the top, there is a navigation bar with a blue arrow pointing to the 'Applications' link. The navigation bar also includes links for 'Claims', 'Compliance', 'Reports', 'Security', and 'Search'. On the right side of the navigation bar, there are links for 'Programs', 'Year', 'Help', and 'Log Out'. Below the navigation bar, a yellow banner displays a password expiration warning: 'Your password will expire in 29 days. Please change your password before it expires.' Below the banner, the main heading reads 'Welcome to the Child Nutrition Information and Payment System'. Underneath the heading is an illustration of three trays of food, each with a bottle of milk and a glass of juice, surrounded by yellow stars. Below the illustration, the text reads 'Welcome to the School Nutrition Program module!' and 'Last Updated: 2/12/2013'. At the bottom, there is a section titled 'CNIPS User Manual' with a bulleted list containing one item: 'The CNIPS user manual contains valuable information on properly completing your application packet. You may access it by copying and pasting this link into your web browser: <http://education.ky.gov/federal/SCN/Pages/Online%20Reporting.aspx>'.

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Your password will expire in 29 days. Please change your password before it expires.

Welcome to the Child Nutrition Information and Payment System


Welcome to the School Nutrition Program module!
Last Updated: 2/12/2013

CNIPS User Manual

- The CNIPS user manual contains valuable information on properly completing your application packet. You may access it by copying and pasting this link into your web browser: <http://education.ky.gov/federal/SCN/Pages/Online%20Reporting.aspx>

CNIPS FFVP: Step 2

Click on 'Application Packet'



School Nutrition Programs	
KENTUCKY DEPARTMENT OF EDUCATION	
Applications Claims Compliance Reports Security Search Year Help Log Out	
Applications > School Year: 2013 - 2014	
Item	Description
Application Packet	Applications Forms (Sponsor and Site)
Verification Report	Mandatory Annual Verification Report
Food Safety Inspections	Number of Food Safety Inspections by Site
Site Enrollment	Site Enrollment and Eligibility
Community Eligibility Option	Enrollment and Eligibility for Community Eligibility Option
Financial Report	School Food Annual Revenues and Expenditures Report
Download Forms	Forms Available for Downloading

CNIPS FFVP: Step 3

Click on the
2013-2014
Application Year



Select School Year

10155 Status: Active
Elliott County
DBA:
100 South KY 7
SANDY HOOK, KY 41171-0767
Type of Agency: Educational Institution
Type of SNP Organization: Public

Currently, there are 2 School Year(s) available. Select the year you wish to access.

School Year	Date Range	Application Packet
NEW! 2013 - 2014	07/01/2013 - 06/30/2014	Application Packet on File
2012 - 2013	07/01/2012 - 06/30/2013	Application Packet on File

CNIPS FFVP: Step 4

Select 'Add'



Action	Form Name	Latest Version	Status
View Modify	➔ Sponsor Application	Original	Pending Validation
Add	➔ Community Eligibility Option (CEO) Schedule		Not Started
Add	➔ Fresh Fruit And Vegetable Program Application		Not Started
Details	➔ Meal Pattern Compliance Dashboard		Pending
Details	Checklist Summary		

CNIPS FFVP: Step 5

FFVP Application For School Year: 2013 - 2014

10155 Status: Active
Elliott County
DBA:
100 South KY 7
SANDY HOOK, KY 41171-0767
Type of Agency: Educational Institution
Type of SNP Organization: Public

Contact Information

1. Name:	Salutation <input type="text"/>	First Name <input type="text"/>	Last Name <input type="text"/>
2. Email Address:	<input type="text"/>		
3. Phone:	<input type="text"/>	Ext: <input type="text"/>	Fax: <input type="text"/>
4. Title:	<input type="text"/>		

Invited Sites

Select	Site ID	Site Name	Status
<input type="checkbox"/>	1002	Elliott County High School	Active
<input type="checkbox"/>	1001	Isonville Elementary School	Active
<input type="checkbox"/>	1000	Lakeside Elementary School	Active

1. Complete the sponsor contact information
2. Select the sites you want to participate for FFVP.
3. Click **Save**.

CNIPS FFVP: Step 6

2013 - 2014 Application Packet

10155 Status: Active

Elliott County

DBA:

100 South KY 7

SANDY HOOK, KY 41171-0767

Type of Agency: Educational Institution





Type of SNP Organization: Public

Packet Submitted Date:

Packet Approved Date:

Packet Original Approval Date:

Packet Status: Not Submitted

Action	Form Name	Latest Version	Status
View Modify	 Sponsor Application	Original	Pending Validation
	 Community Eligibility Option (CEO) Schedule		Site Eligibility Missing
View	 Fresh Fruit And Vegetable Program Application		Approved
Details	 Meal Pattern Compliance Dashboard		Pending
Details	Checklist Summary		

A **green** checkmark appears next to the FFVP Application when you are finished.

Note: Please do not click on other areas of the sponsor application packet; this will be available the week of May 20th for all sponsors.